



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Secretarial Assistant 2 Non-Steno [Classified Competitive]</b>			Salary <b>A17 \$45,731.91 - \$64,442.64</b>
Posting Number <b>339-20</b>	Position Number <b>950470</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/13/2020</b> To: <b>10/27/2020</b>
Location: <b>Human Resources Services 369 South Warren Street PO Box 360 Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Answers/screens telephone for Manager, HR, and directs call accordingly. Maintains a schedule of appointments and the daily engagement of the Manager's calendar. Answers inquires as necessary. Types letters and correspondence of technical and/or confidential nature. Letters are typed in a timely manner and are revised for accuracy. Assures that all documents are placed in the correct employee personnel file on a daily basis, so that is readily available upon request. Opens, sorts, and distributes mail on a daily basis for Human Resources Services including faxes. Responsible for maintainin the HR log for PER-5 actions.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Four (4) years of experience in secretarial and administrative clerical work.</p> <p><b>NOTE:</b> Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTHR@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Ann Marie Kopczynski, Manager 3, Human Resources Human Resources Services Reference Posting #339-20 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> </div> <div style="width: 45%;"> <p><b><u>Required documents:</u></b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div> </div>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53  
AUGUST 20